

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020045-3

STATINTL


CONTROL AND LOAN
OF
OFFICIAL PERSONNEL FOLDERS

DISTRIBUTION:

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STATINTL
[REDACTED]

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1. Form 198d, DESIGNATION OF AUTHORIZED OFFICIAL,
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Folder

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PERSONNEL

1. GENERAL

a. Same

- b. An Official Personnel Folder is the permanent Federal record of an employee's status and service and contains the basic information for determining rights and entitlements as an employee of the U.S. Government. It is the Agency's depository for official personnel information pertaining to the employee which should be considered in conjunction with possible personnel actions.

2. AUTHORIZED OFFICIALS

- a. Official Personnel Folders may be loaned only to the following officials and their specific designees:

Director of Central Intelligence

Deputy Director of Central Intelligence

Director of the National Intelligence Tasking Center

Director of the National Foreign Assessment Center

Director for Resource Management

Deputy Director for Science and Technology

Deputy Director for Operations

Deputy Director for Administration

Heads of Independent Offices

Operating Officials

- b. The officials listed above will inform the Director of Personnel by use of Form 198d, Designation of Authorized Official (figure 1), of those persons they have designated to request the loan of

Official Personnel Folders. (Forms are available from the Office of Personnel.) They will promptly report invalidations or changes in designations to the Office of Personnel. Designations should be limited to personnel and administrative officers serving a specific organizational component and should be held to a minimum to ensure effective record control.

3. CONTROLLED-LOAN PROGRAM

- a. Official Personnel Folders are loaned to authorized officials on an EYES ONLY basis for a reasonable period, i.e., approximately ten work days upon submission of a completed and signed Form 198, Certified Loan Request (figure 2) to the Files Section, Transactions and Records Branch, Control Division, Office of Personnel (hereinafter referred to as Files Section, Office of Personnel.)
- b. After use, the Official Personnel Folders will be returned promptly to the Office of Personnel. If the Official Personnel Folder is required for an extended period for consideration by a Career Board or Career Panel, the Office of Personnel/Files Section should be so informed.
- c. Except as provided in paragraph d, Official Personnel Folders are made available only to an authorized official who is the Head of the employee's Career Service or who has supervisory jurisdiction over the employee concerned.
- d. If an authorized official requests the Official Personnel Folder on an employee not under the official's supervisory jurisdiction, the Office of Personnel will obtain the consent of the Head of the employee's Career Service before releasing the folder.

4. TRANSFER OF FOLDERS

- a. When an authorized official has been lent the Official Personnel Folder of an employee, whether or not under supervisory jurisdiction, the official will not transfer that folder to an authorized official in another Operating Office without first obtaining approval from the Head of the Career Service of the employee concerned.

b. Same

c. Same

d. Same

5. CONTROL AND PROTECTION OF FOLDER CONTENTS

- a. Persons other than the Director of Personnel and Office of Personnel designees are prohibited from removing material from or adding material to Official Personnel Folders. Officials authorized to request the loan of folders must ensure stringent control of this prohibition in their offices. Documents which should be filed in an Official Personnel Folder will be forwarded to the Files Section, Office of Personnel with a request that the documents be included in the file of the employee concerned. It is essential that all documents pertinent to an employee's career and entitlements should be filed in the Official Personnel Folder.

b. Same

c. Same

6. TRANSMITTAL OF FOLDERS

- a. Same

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b. Same

7. USE OF BIOGRAPHIC PROFILE IN LIEU OF OFFICIAL PERSONNEL FOLDER

a. A Biographic Profile (Form 1200) is a summary of the information contained in an Official Personnel Folder and can serve as an effective substitute for the folder. The Biographic Profile is particularly useful when background, qualification, or service record information is needed for a longer period than that permitted by loan of the Official Personnel Folder.

b. Same

c. Since the information in a Biographic Profile is obtained from an Official Personnel Folder, the provisions regarding the authorized users and transmittal of an Official Personnel Folder above, are also applicable to the control of Biographic Profiles, except that there is no requirement for the preparation of Form 198, Certified Loan Request, or Form 198a, Certified Transfer Report.

d. Same

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

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C-O-N-F-I-D-E-N-T-I-A-L

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PERSONNEL

25X1A

1. NAME OF DESIGNEE (Last-First-Middle)		SECRET (When Filled In)	2. DATE OF DESIGNATION
3. POSITION TITLE	4. ROOM NUMBER & BUILDING		5. EXTENSION(S)
6. ORGANIZATIONAL AREA(S) OR CAREER SERVICE FOR WHICH DESIGNEE MAY REQUEST OFFICIAL PERSONNEL FOLDERS			

25X1A

This certifies that I have read the rules and procedures set forth in [redacted] concerning the control and loan of Official Personnel Folders.

7. SPECIMEN SIGNATURE OF DESIGNEE

8. SPECIMEN INITIALS

In accordance with paragraph 2 of [redacted] the above named officer is authorized to act in my behalf in requesting loan of Official Personnel Folders for employees in the organizational area(s) or Career Service specified in item 6 above. This authorization provides for [] new designee [] a designation to replace the one previously issued for:

NAME(S)	
9. TITLE OF AUTHORIZING OFFICIAL	10. SIGNATURE

FORM
2-64 198d

DESIGNATION OF AUTHORIZED OFFICIAL
Control and Loan of Official Personnel Folders

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

Figure 1

Revised:

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C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

Approved [REDACTED] 2000/06/26 : CIA-RDP82-00357R000200020045-3 PERSONNEL

25X1A

25X1A

SECRET (When Filled In)	EMPLOYEE'S NAME - PRINT OR TYPE (<i>Last name first</i>)		DATE OF REQUEST
	EMPLOYEE SERIAL NO.	OFFICE OF ASSIGNMENT	
	TYPED NAME & TITLE WITH SIGNATURE OF REQUESTING OFFICIAL (<i>Authorized under</i> [REDACTED])		
	ROOM NUMBER & BUILDING		EXTENSION
	REMARKS		

FORM 198 9-64 USE PREVIOUS EDITION CERTIFIED LOAN REQUEST Official Personnel Folder (4-7-38)

SECRET

Figure 2

SECRET (When Filled In)	EMPLOYEE'S NAME - PRINT OR TYPE (<i>Last name first</i>)		DATE RELEASED
	EMPLOYEE SERIAL NO.	OFFICE OF ASSIGNMENT	
	FOLDER TRANSFERRED TO (<i>Name: Last name first</i>)		OFFICE
	ROOM NUMBER & BUILDING		EXTENSION
	SIGNATURE OF AUTHORIZED RELEASING OFFICIAL		
	REMARKS (<i>Reason for transfer, etc.</i>)		

FORM 198a 9-64 USE PREVIOUS EDITION CERTIFIED TRANSFER REPORT Official Personnel Folder (4-7)

SECRET

Figure 3

Revised:

C-O-N-F-I-D-E-N-T-I-A-L

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CONTROL AND LOAN
OF
OFFICIAL PERSONNEL FOLDERS

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GROUP 1
Excluded from automatic
downgrading and
declassification

~~C-O-N-F-I-D-E-N-T-I-A-L~~

PERSONNEL

STATINTL

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7. USE OF BIOGRAPHIC PROFILE IN LIEU OF OFFICIAL PERSONNEL FOLDER

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1
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Figure No.

1. FORM 198d, DESIGNATION OF AUTHORIZED OFFICIAL, Control and Loan of Official Personnel Folders
2. FORM 198, CERTIFIED LOAN REQUEST, Official Personnel Folder
3. FORM 198a, CERTIFIED TRANSFER REPORT, Official Personnel Folder

Revised: 16 May 1973

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~~CONFIDENTIAL~~

PERSONNEL

STATINTL

1

1. GENERAL

- a. This handbook prescribes procedures for strict control of the loan of Official Personnel Folders of staff employees. Basic policy on the control of personnel records is set forth in [REDACTED].
- b. An Official Personnel Folder is the permanent Federal record of an employee's status and service and contains the basic information for determining his rights and entitlements as an employee of the U.S. Government. It is the Agency's depository for official personnel information pertaining to the employee which should be considered in conjunction with possible personnel actions.

2. AUTHORIZED OFFICIALS

- a. Official Personnel Folders may be ^{loaned} only to the following officials and their specific designees:

Director of Central Intelligence

Deputy Director of Central Intelligence

[REDACTED] *Comptroller Director of the National Intelligence Tasking Center*

Deputy Director for Science and Technology

Deputy Director for Operations

[REDACTED] Director of NEAC

Deputy Director for [REDACTED] *Administration*

Inspector General

General Counsel

Operating Officials

The officials listed above will inform the Director of Personnel by use of Form 198d, Designation of Authorized Official (figure 1), of those persons they have designated to request the loan of Official Personnel Folders. (Forms are available from the Office of Personnel.) They will report promptly to the Office of Personnel ~~invalidations or changes in designations~~. Designations should be limited to personnel and administrative officers serving a specific organizational component and should be held to a minimum to ensure effective record control.

Revised: 16 May 1973

~~CONFIDENTIAL~~

1

PERSONNEL

3

3. CONTROLLED-LOAN PROGRAM ^{for} a reasonable period, i.e., approximately ten work days loaned
- a. Official Personnel Folders are ~~made~~ to authorized officials on an EYES ONLY basis ~~upon submission of a completed and signed Form 198, Certified Loan Request (figure 2) to the Files Section, Transactions and Records Branch, Control Division, Office of Personnel (hereinafter referred to as Files Section, Office of Personnel.)~~
- b. After use, the Official Personnel Folders will be returned promptly to the Office of Personnel. ~~_____~~ If the Official Personnel Folder is required for an extended period for consideration by a Career Board or Career Panel, the Office of Personnel/Files Section should be so informed.
- c. Except as provided in ~~sub~~paragraph d, ~~below~~, Official Personnel Folders are made available only to an authorized official who is the Head of the employee's Career Service or who has supervisory jurisdiction over the employee concerned.
- d. If an authorized official requests the Official Personnel Folder on an employee not under ~~his~~ ^{his/her} supervisory jurisdiction, the Office of Personnel will obtain the consent of the Head of the employee's Career Service before releasing the folder.
4. TRANSFER OF FOLDERS
- a. When an authorized official has been lent the Official Personnel Folder of an employee, whether or not under ~~his~~ supervisory jurisdiction, ~~he will not transfer that folder to an authorized official outside his own Operating Office without first obtaining approval from the Head of the Career Service of the employee concerned.~~ *in another*
- b. When an Official Personnel Folder is transferred between Operating Offices, the authorized official who transfers the folder must report this action by completing and signing Form 198a, Certified Transfer Report (figure 3), and forwarding the form to the Files Section, Office of Personnel. (A supply of Form 198a is contained in an envelope fastened on top of the documents filed on the right side of the Official Personnel Folder.)
- c. When an Official Personnel Folder is transferred within an Operating Office, it is not necessary to complete a Form 198a. The authorized official who obtained the folder initially will continue to have personal responsibility for the control and the security of the file. The control should include a positive method for quick location and recovery of the file in the event the Director of Personnel has need to recall it.

Revised: 16 May 1973

2

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

25X1A

PERSONNEL

- d. Each authorized official who obtains an Official Personnel Folder from the Office of Personnel or to whom a folder is transferred is responsible for ensuring that the folder is made available only to those individuals who have an official need for it.

5. CONTROL AND PROTECTION OF FOLDER CONTENTS

- a. Persons other than the Director of Personnel and ~~his~~ *Office of Personnel* designees are prohibited from removing material from or adding material to Official Personnel Folders. Officials authorized to request the loan of folders must ensure stringent control of this prohibition in their ~~respective~~ offices. Documents which should be filed in an Official Personnel Folder will be forwarded to the Files Section, Office of Personnel with a request that the documents be included in the file of the employee concerned. It is essential that all documents pertinent to an employee's career and entitlements should be filed in the Official
- b. If for operational or security reasons a personnel information Personnel document should not be placed in an employee's Official Personnel Folder, the Operating Official or the Head of Independent Office Folder concerned will mark the document "EYES ONLY" and forward it to the Director of Personnel for inclusion in a special file maintained for this purpose.
- c. If a personnel information document is so sensitive that it should be retained by the operating component, the Operating Official or the Head of Independent Office concerned will make a report of its existence to the Director of Personnel.

6. TRANSMITTAL OF FOLDERS

- a. Within the Headquarters Building, Official Personnel Folders should be handcarried when transferred to and from the Office of Personnel or when transferred between authorized officials outside the Office of Personnel.
- b. Under conditions which preclude handcarrying of Official Personnel Folders, they may be transmitted by the regular Agency mail and courier service, provided that they are enclosed in a sealed envelope which is prominently marked "EYES ONLY" and is addressed either to an authorized official or to the Office of Personnel. (Special envelopes for this purpose may be obtained from the Files Section, Office of Personnel.)

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C-O-N-F-I-D-E-N-T-I-A-L

PERSONNEL

a. A Biographic Profile (prepared by the Office of Personnel on (Form 1200) is a summary of the information contained in an Official Personnel Folder and can ~~often~~ serve as an effective substitute for the folder. The Biographic Profile is particularly useful when background, qualification, or service record information is needed for a longer period than that permitted ~~for~~ loan of the Official Personnel Folder.

b. Officials authorized to borrow Official Personnel Folders may obtain Biographic Profiles from the Qualifications Analysis Branch, Control Division, Office of Personnel, on request by memorandum or, in case of urgent need, by telephone.

c. Since the information in a Biographic Profile is obtained from an Official Personnel Folder, [REDACTED], applicable to the control of Official Personnel Folders, are also applicable to the control of Biographic Profiles, except that there is no requirement for the preparation of Form 198, Certified Loan Request, or Form 198a, Certified Transfer Report.

d. All authorized officials are encouraged to use a Biographic Profile in lieu of an employee's file to help reduce the traffic in Official Personnel Folders.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

the provisions regarding the
authorized users and transmittal
of an Official Personnel Folder
above.

~~HAROLD L. BROWNMAN~~

Deputy Director
for

Management and Services

DISTRIBUTION: AB

Revised: ~~16 May 1973~~

C-O-N-F-I-D-E-N-T-I-A-L

PERSONNEL

[REDACTED] fig. 1 25X1A

1. NAME OF DESIGNEE (Last-First-Middle)

SECRET

2. DATE OF DESIGNATION

(When Filled In)

3. POSITION TITLE

4. ROOM NUMBER & BUILDING

5. EXTENSION(S)

6. ORGANIZATIONAL AREA(S) OR CAREER SERVICE FOR WHICH DESIGNEE MAY REQUEST OFFICIAL PERSONNEL FOLDERS

25X1A This certifies that I have read the rules and procedures set forth in [REDACTED] concerning the control and loan of Official Personnel Folders.

7. SPECIMEN SIGNATURE OF DESIGNEE

8. SPECIMEN INITIALS

25X1A In accordance with paragraph 2 of [REDACTED] the above named officer is authorized to act in my behalf in requesting loan of Official Personnel Folders for employees in the organizational area(s) or Career Service specified in item 6 above. This authorization provides for [] a new designee [] a designation to replace the one previously issued for:

NAME(S)

9. TITLE OF AUTHORIZING OFFICIAL

10. SIGNATURE

FORM 2-64 198d

DESIGNATION OF AUTHORIZED OFFICIAL
Control and Loan of Official Personnel Folders

SECRET

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

Figure 1

NOTE FOR THE RECORD

Chief, Files Section or Ass't C/Files Section
have been instructed (verbally) to conduct a review,
at least quarterly, so as to maintain an accurate
record of Authorized Officials and to notify C/TRB
of any discrepancies.

25X1A

C-O-N-F-I-D-E-N-T-I-A-L

fig. 2 and 3

PERSONNEL

25X1A

SECRET (When Filled In)	EMPLOYEE'S NAME - PRINT OR TYPE (<i>Last name first</i>)		DATE OF REQUEST	SECRET
	EMPLOYEE SERIAL NO.	OFFICE OF ASSIGNMENT		
	TYPED NAME & TITLE WITH SIGNATURE OF REQUESTING OFFICIAL (<i>Authorized under</i>)			
	ROOM NUMBER & BUILDING		EXTENSION	
	REMARKS			

FORM 198 9-64 USE PREVIOUS EDITION CERTIFIED LOAN REQUEST Official Personnel Folder (4-7-38)

Figure 2

SECRET (When Filled In)	EMPLOYEE'S NAME - PRINT OR TYPE (<i>Last name first</i>)		DATE RELEASED	SECRET
	EMPLOYEE SERIAL NO.	OFFICE OF ASSIGNMENT		
	FOLDER TRANSFERRED TO (<i>Name: Last name first</i>)		OFFICE	
	ROOM NUMBER & BUILDING		EXTENSION	
	SIGNATURE OF AUTHORIZED RELEASING OFFICIAL			
	REMARKS (<i>Reason for transfer, etc.</i>)			

FORM 198a 9-64 USE PREVIOUS EDITION CERTIFIED TRANSFER REPORT Official Personnel Folder (4-7)

Figure 3

Revised: 18 December 1964

C-O-N-F-I-D-E-N-T-I-A-L